

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

Intensive Summer Language Institutes for Teachers Program

ECA/A/S/X-10-04

Office of Global Educational Programs

Teacher Exchange Branch

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Bureau of Educational and Cultural Affairs (ECA), Office of Global Educational Programs, Teacher Exchange Branch, for the FY 2010 Intensive Summer Language Institutes for Teachers Program. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

Pending the availability of funds, the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State expects to enter into a Cooperative Agreement with an eligible organization to administer the FY 2010 Intensive Summer Language Institutes for Teachers Program. The Cooperative Agreement should begin on October 1, 2009 and run through September 30, 2012. Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this Cooperative Agreement for a period of two additional fiscal years, before openly competing it again.

In the FY 2010 Cooperative Agreement, the cooperating agency will have responsibility for program administration, planning and management, including: publicity, recruitment, and selection; orientations; institute activities; support services; program monitoring and evaluation; and follow-on activities.

II. PROGRAM SPECIFIC GUIDELINES

Proposals should describe in detail how applicant(s) will fulfill the responsibilities outlined below.

A. Publicity, Recruitment, and Selection:

- 1) Devise an outreach campaign to inform potential participants about the language institutes, including print and online, that will generate a strong pool of qualified candidates that represent the diversity of the U.S.
- 2) Develop an application and screening process.

- 3) Receive, track, and reply to written and telephonic inquiries and requests for information or applications; respond to the questions of applicants about the application process, and notify applicants of missing documentation.
- 4) Review applications for technical eligibility.
- 5) Conduct a merit-based selection process for U.S. participants with clearly identified criteria for selection, including those specified in this solicitation.
- 6) Convene candidate review selection panels including ECA representatives as well as country/regional experts and field of study experts.
- 7) Recommend the final participants and alternates to ECA for approval.
- 8) Consult with ECA on a plan for notification of final participants and alternates following ECA approval.
- 9) Consult with ECA on a plan for Congressional notification of final participants, and the distribution of a press release.

B. Orientation:

- 1) Develop and disseminate a pre-arrival information packet for participants with detailed information concerning terms and conditions of the fellowships, housing, recommended packing list, personal budget considerations, and other critical issues at least four weeks before the pre-departure orientation.
- 2) Outline plans for a substantive, in-person, pre-departure orientation in the U.S. at the beginning of the program, which should include cross-cultural sensitivity awareness, an introduction to the curriculum at each institute, team building, thorough discussions of the goals and objectives of the program.
- 3) Inform host institutions and staff overseas of the goals and anticipated outcomes of the program and provide intercultural training.
- 4) Conduct an in-country orientation upon participants' arrival at the host institution.

C. Language Institutes:

- 1) Provide classroom language instruction to U.S. participants for approximately 20 hours per week.
- 2) Ensure the overseas language instructors have substantive experience or training in teaching foreign languages to U.S. audiences.
- 3) Develop a plan to provide U.S. participants with peer tutors for individual consultations.
- 4) Equip each institute with an on-site Resident Director to monitor the academic progress, represent the cooperating agency at the host institute, and provide overall support to participants.
- 5) Integrate cultural excursions and cultural enrichment activities that enhance language learning into the program to supplement the participants' understanding of the host country.
- 6) Identify, where possible, in-country elementary and secondary schools that may host participants for site visits, or arrange meetings with local teachers.
- 7) Develop, where possible, a plan to include short, home hospitality stays for U.S. participants.

D. Support Services:

- 1) Provide travel arrangements to and from the overseas institutes, as well as domestic travel arrangements.
- 2) Assist participants in securing U.S. passports and appropriate visas.

- 3) Provide all accommodations (housing and meals) for participants.
- 4) Disburse maintenance allowances as well as an allowance to purchase materials for use in the participants' home classrooms and a shipping allowance.
- 5) Distribute end-of-program certificates of completion.
- 6) Arrange for participants to receive academic credit from a U.S. institution for completing the institutes.
- 7) Enroll participants in an appropriate medical insurance plan and assist with health insurance claims.

E. Program Monitoring and Evaluation:

Your draft monitoring and evaluation plan should include the following components:

- 1) A description of the program's goals and objectives and anticipated outputs and outcomes.
- 2) A description of how the cooperating agency and host institutions intend to monitor and report program activities at the output level. This may include the use of participant surveys that focus on logistics and administration, focus groups and interviews.
- 3) Incorporation of pre- and post-testing for language acquisition to measure one of the program's outcomes. Analyze and report the data to ECA for the program, disaggregated by institute.
- 4) Incorporation of three surveys using ECA's E-GOALS to measure additional program outcomes. Administered by the Bureau's Office of Policy and Evaluation (ECA/P), E-GOALS is an online system for surveying program participants and collecting data about program performance. All program participants will be required to take three online surveys:
 - a) Standardized pre-program surveys, at the beginning of the program;
 - b) Standardized post-program surveys, at the end of the program; and
 - c) Standardized follow-up surveys, approximately eight months after the conclusion of the program.

Included in these surveys are questions specific to ECA's internal reporting.

The cooperating agency will be expected to work with the Program Officer and an evaluator from the Office of Policy and Evaluation to refine and implement the survey instruments. To ensure proper implementation of E-GOALS, the cooperating agency will be required to:

- Provide the Program Officer and E-GOALS evaluator with all contact information and bio-data of program participants.
 - Provide all participants with information about the E-GOALS survey. Participants should be advised that they are required to take all three surveys, assuring them that the surveys are completely confidential, anonymous, and used only for evaluative purposes.
 - Notify participants of the E-GOALS survey link, information about E-GOALS and survey instructions.
 - Allocate time for E-GOALS surveying prior to the teachers departure from and return to the U.S. and at the end of the program.
 - Send reminder notices to participants to take the follow-up survey.
- 5) A description of any additional methods planned to supplement information obtained through language proficiency surveys and E-GOALS to measure progress towards achievement of the

program's objectives, such as the use of focus groups and interviews, and how the data will be analyzed and reported.

F. Alumni Tracking and Follow-on Activities:

Your proposals should outline a plan for participants who have taken part in the program to apply for alumni and follow-on grants, budgeting approximately \$25,000 for this purpose. You are encouraged to propose creative ideas for future cooperation between U.S. and international educators. You will be responsible for publicizing the program, working with U.S. educators on their proposals, and monitoring the grants. The Teacher Exchange Branch must give final approval to all alumni award funding requests. Please refer to the PSI for additional guidance on alumni outreach and follow-on activities.

All statistical information gathered and compiled by the cooperating organization(s) on the program participants and alumni should be transferable to the alumni database maintained at ECA. All alumni contact information gathered by the cooperating agency on behalf of this program must be made available to the U.S. Department of State.

G. Reporting and Fiscal Management:

The cooperating organization should submit quarterly financial and program reports. In addition, the cooperating organization should provide ECA with impact statements on an ad hoc basis about the teachers, including their achievements during and after the program.

III. PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Nature of activities
4. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
5. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, both U.S. and overseas
 - d. Fields covered
 - e. Anticipated results (short and long-term)

TAB C - Narrative

In 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Recruitment, Screening, and Selection
4. Program Activities (publicity, orientations, academic component, cultural program, participant monitoring)
5. Project Management
6. Work Plan/Time Frame
7. Evaluation Plan

TAB D - Budget Submission

- 1.) Budget Information – Non-Construction Programs (SF-424A)
- 2.) Detailed Budget (list of allowable costs and any other program specific budget issues.)

The anticipated level of funding available for the Intensive Summer Language Institutes for Teachers Program is \$500,000, pending availability of funds. ECA intends to award one cooperative agreement to cover the institutes. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

Program Expenses

- Round-trip domestic and international travel, coach class (via American carrier and following “Fly America” regulations);
- Maintenance allowance for participants in a six-week professional institute.

Maintenance allowances should be sufficient to enable participants to meet the costs of lodging, food, and incidental purchases throughout the period of the grant in the locations where the participants will be residing;

- Educational materials for seminar courses;
- Stipends to purchase materials and realia for home classrooms and shipping allowance;
- Staff travel and per diem;
- Selection panel honoraria and expenses;
- Costs of a U.S.-based orientation;
- Costs for participants to receive academic credit;
- Withholding for taxes as necessary; and
- Alumni grant costs.

Administrative Expenses

- Staff salaries and benefits (each staff member and his/her position must be listed separately). Please also note the percentage of his/her total time spent on this program;
- Communication costs (e.g. fax, telephone, postage, communication equipment, etc);
- Office supplies;
- Printing and duplication costs;
- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- A-133 Audit fees;
- Other direct costs; and
- Indirect costs.

TAB E

Letters of endorsement

Resumes

Resumes of all program staff should be included in the submission. No resume should exceed two pages.

TAB F

1.) SF-424B, "Assurances - Nonconstruction Programs".

2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable.

IV. REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

1. *Quality of the program idea:* Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.

2. *Program planning:* Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above.

3. *Ability to achieve program objectives:* Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
4. *Institutional Capacity:* Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals.
5. *Support of Diversity:* Proposals should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity.
6. *Project Evaluation:* Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.
7. *Cost-effectiveness / Cost-sharing:* The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

V. APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call William Heaton at (202) 453-8888, Teacher Exchange Branch; Fax: (202) 453-8890; email: HeatonWE@state.gov.